



SAP Ariba Implementation Project

Department of Shared Administrative Services

Office of State Procurement

Sourcing in SAP Ariba: Sourcing Event Evaluation & Scoring

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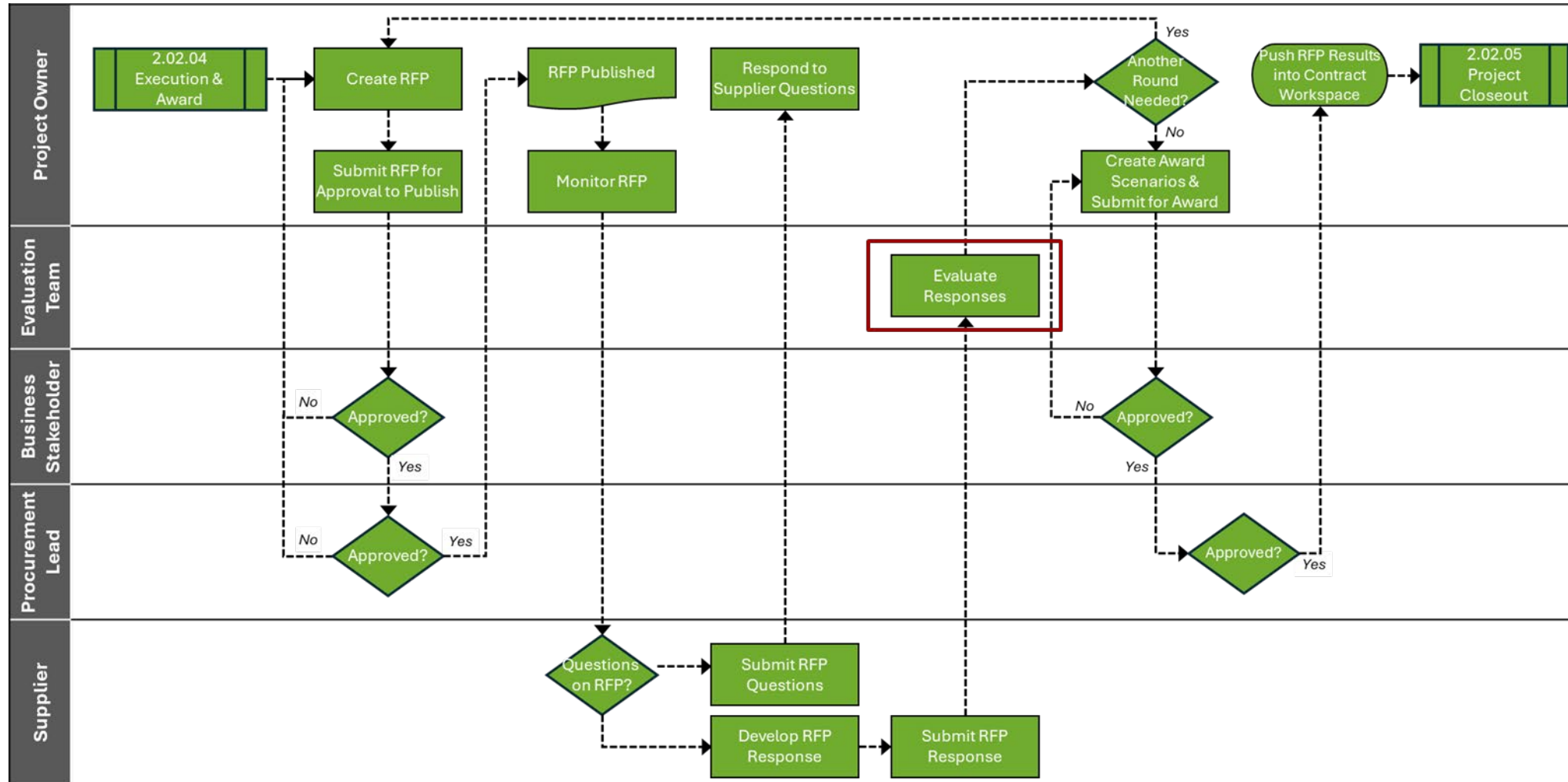
- Slide 6 – Evaluate Sourcing Event [for Evaluation Team Member role]
- Slide 9 – Score Sourcing Event [for Evaluation Team Member role]

Process Flow, Evaluate & Score Sourcing Event



Target Audience: Evaluation Team Member

Purpose: Evaluate & Score Sourcing Event (RFx). **NOTE:** RFP is shown but all other sourcing events follow the same process steps for Sourcing Event evaluation and scoring.



Key Terminology (1 of 2)



- **Sourcing Event:** A structured, system-managed process to collect supplier responses and select a supplier for a defined requirement—typically through a solicitation.
- **Sourcing Event Scoring:** The process of reviewing supplier responses and converting them into a comparable score (price and non-price) to support an award decision.
- **Sourcing Award:** The decision and system step where the buyer selects the winning supplier(s) and allocates business (quantities, lanes, or lots) based on supplier responses to a solicitation.
- **Request for Information (RFI):** A sourcing event type used to collect non-binding information from suppliers before you run a competitive bid (like an RFP or IFB). It's typically used to understand the market, qualify suppliers, and shape requirements—not to award business on price.
- **Request for Proposal (RFP):** A sourcing event type used to solicit sealed supplier proposals—typically combining solution/approach-and pricing—so you can evaluate suppliers against defined criteria and make an award recommendation.
- **Request for Qualification (RFQ):** A sourcing event type used to select vendors based primarily on qualifications/specialized expertise (often price is secondary/later); in AR it's the required method for certain professional services (e.g., architecture/engineering, legal, financial advisory, construction management).
- **Invitation for Bid (IFB):** A sourcing event type used to solicit formal competitive sealed bids, when requirements are clearly defined and the award is usually based primarily on lowest priced, compliant (“responsive and responsible”) bid—common in public sector and highly governed procurement.

Key Terminology (2 of 2)



- **Qualified Vendor List (QVL):** A pre-approved set of suppliers solicited through an RFQ that are allowed (or preferred) to be invited to certain sourcing events or for contracting because they've already met qualification criteria through the RFQ process.
- **Competitive Bid (CB):** A sourcing event type used to solicit competitive bids from at least three (3) suppliers when requirements are clearly defined and the award is based on lowest priced, compliant ("responsive and responsible") bid.
- **Formal Bid Submission (FBS):** A sourcing event type use to solicit competitive bids from vendors on a QVL.

Evaluate Sourcing Event

Evaluate Sourcing Event (1 of 2)



Action: Review Sourcing Event

Role: Evaluation Team Member

Step	Action Taken
1	On the Ariba Homepage , click Manage .
2	Click My Tasks and navigate to the appropriate project.
1a	Alternatively, approvers receive a Sourcing Event evaluation notification via email.
2a	Click to the System Reference: Click Here to Access the System link to go to the Sourcing Project evaluation task.

The screenshot shows the Ariba Test Site interface. The top navigation bar includes 'HOME', 'SOURCING', 'SUPPLIER MANAGEMENT', 'FOR YOU', and 'MORE...'. The 'Manage' dropdown menu is open, showing options like 'Administration', 'My Tasks', 'Personal Workspace', 'Prepackaged Reports', 'Public Reports', 'Report Search Filters', and 'Sourcing Library'. The 'My Tasks' section is active, displaying a list of tasks for the 'Sourcing Project (3)'. The tasks are: 'Evaluate Event Responses' (In Review), 'Evaluate Event Responses' (Not Started), and 'Evaluate Event Responses' (Not Started). The 'Show' filters are set to '(Any Projects)', 'Incomplete (All)/Complete (Last 7 Days)', '(Any Date)', 'Required', and 'Owner/Approver/Reviewer/Watcher/Recipient'.

The screenshot shows an email notification from Ariba. The email is titled 'WS2061731538 - KT-3-09-Sourcing Project: Evaluate Supplier Responses' and is addressed to 'Tomar, Kshma'. The email content includes a task description, evaluators, and a system reference link. The task description is: '1. Send evaluation policy and process, guidelines, and confidentiality agreements to evaluators; 2. Perform evaluation training; 3. After signed confidentiality agreements are received, send proposals to evaluators'. The evaluators are: '1. Review and score supplier responses'. The buyers are: '1. Conduct consensus; 2. Schedule interviews/presentations/demonstrations, as applicable; 3. Conduct final consensus and identify most advantageous proposal; 4. Create award scenario(s)'. The action is: 'Complete Review - Click Here'. The email is being sent to you because you are a reviewer of a document that has been submitted for review. The email originated from the Ariba system used by State of Arkansas-TEST and was originally sent to: kstomar@deloitte.com. The system reference link is: [Click Here](#) to access the system.

Evaluate Sourcing Event (2 of 2)



Action: Review Sourcing Event

Role: Evaluation Team Member

Step	Action Taken
3	Click the arrow to expand the project to view associated tasks.
4	Click the Evaluate Event Responses task.
5	Click the View Task Details to view details related to the sourcing event and then click Close .
6	Once complete, click Open Event .
7	Click the 3-dot menu in top right of page.
8	Scroll down to Event Scoring Options .
9	Click Grade as Team Member .

The screenshot displays the SAP Ariba Sourcing Project interface. Step 3 shows a dropdown arrow next to 'Project: Sourcing Project (3)'. Step 4 highlights the 'Evaluate Event Responses *' task. Step 5 points to the 'View Task Details' button. Step 6 indicates the 'Open Event' button. Step 7 points to the 3-dot menu in the top right. Step 8 highlights the 'Event scoring op...' option in the menu. Step 9 points to the 'Grade as team member' option.

Project: Sourcing Project (3)

Task	Status
Evaluate Event Responses *	In Review
Action	Not Started
View Task Details	Not Started
Edit Task	
Open Event	
Complete Review	
Grade	

11-04-25-001 - 7000001021 / Sourcing Project / RFP Templates

RFP Templates

RFP | Review responses | ID: Doc1821414347

Award confirmation Tasks Award scenarios Associated Contracts Allocate awards Questions, requirements, and attachments Messages

Create Publish Monitor Review responses Pending award approval

Award confirmation

Organization name	Contact name	Award confirmation ID	Award
We couldn't find any records			

Event options
Download report
View options
Download suppli...
Event scoring op...
Event settings
Communication mess...
Help

View scorecard
Grade as team member
Consensus grading
View team grading task

Score Sourcing Event

Score Sourcing Event (1 of 1)



Action: Score Sourcing Event
Role: Evaluation Team Member

Step	Action Taken
1	Go to the Questions, Requirements and Attachments section. NOTE: <i>Do not score Excluded Suppliers who are marked with a man icon below their name.</i>
2	Click the arrow to expand all sections with questions to be graded. Scroll as needed.
3	Enter % grades for all Suppliers base on their answers to the RFX questions. NOTE: <i>Click the speech bubble icon next to each field to enter Comments, as needed.</i>
4	Once done entering grading, click Submit in the top right of the page to submit your grades. NOTE: <i>Repeat grading for addition team members, as needed.</i>

Grade as team member: RFP Templates

Save Submit Close

Search

Grading Criteria	Overall Weight	UDEMY INC Primary Total Grade: 0 %	BLOOMSBURY PUBLISHIN... Primary Total Grade: 0 %
Questions, requirements, and attachments	100 %	0 %	0 %
> 1.0 PROPOSAL RESPONSE	0 %		
> 2.0 Statement of Work	0 %		
> 3.0 General Questions	100 %		

Grade as team member: RFP Templates

Save Submit Close

Search

Grading Criteria	Overall Weight	UDEMY INC Primary Total Grade: 0 %	BLOOMSBURY PUBLISHIN... Primary Total Grade: 0 %
3.0 General Questions	100 %		
3.1 Do you currently plan to subcontract any portion of this project?	20 %	Yes 100.00 %	Yes 100.00 %
3.2 What percent of the project do you plan to subcontract?	20 %	75% 75.00 %	50% 100.00 %
3.3 How many years has your company been providing the services desc...	10 %	18 100.00 %	12 80.00 %
3.4 Attach a listing of key services offered by your company.	20 %	Main Agreement.docx(29.44 KB) 100.00 %	Main Agreement.docx(29.44 KB) 80.00 %